

Letter-Writing : Resume Writing

CATEGORY	4	3	2	1
Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the qualifications of the candidate were.	Ideas were expressed in a pretty clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the qualifications of the candidate were.	The resume seemed to be a collection of unrelated facts. It was very difficult to figure out what the qualifications of the candidate were.
Format	The resume contained all the requirements of a resume & basic information needed to apply for the position.	The resume contained most of the resume requirements &/or basic information needed to apply for the position.	The resume contained some of the resume requirements &/or basic information needed to apply for the position.	The resume contained very little of the resume requirements &/or basic information needed to apply for the position.
Format-References	The resume includes at least three to five references with required contact information.	The resume includes at least three to five references with most of the required contact information.	The resume includes at least three to five references with very little of the required contact information or less than three references with all the required information.	The resume does not include at least three to five references with very little or no required contact information.
Grammar & spelling (conventions)	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling.
Neatness	Resume is typed, clean, not wrinkled, and is easy to read with no distracting error corrections. It was done with pride.	Resume is typed and is slightly stained or wrinkled. It may have 1-2 distracting error corrections. It was done with care.	Resume is typed and is crumpled or stained. It may have 2 or 3 distracting error corrections. It was done with some care.	Resume is typed and looks like it had been shoved in a pocket or locker. It may have several distracting error corrections. It looks like it was done in a hurry or stored improperly.